



STATE OF TENNESSEE
COMPTROLLER OF THE TREASURY

Justin P. Wilson
Comptroller

OFFICE OF OPEN RECORDS COUNSEL
James K. Polk State Office Building
505 Deaderick Street, Suite 1700
Nashville, Tennessee 37243-1402

Tennesseans Invited to Comment on Proposed Model Public Records Policy

The Office of Open Records Counsel ("OORC" or "Office") is seeking public comment and feedback on its proposed model public records policy and revised policies, guidelines and forms.

Legislation passed during the last session of the 109th Tennessee General Assembly requires the Office to establish a model best practices and public records policy for use by records custodians. This legislation also requires every governmental entity subject to the Tennessee Public Records Act to establish a public records policy covering the process for making and responding to public records requests. Accordingly, OORC prepared the following draft model public records policy to provide guidance to governmental entities developing public records policies:

- [Model Public Records Policy with Best Practices & Guidelines](#)

Additionally, in an ongoing effort to better assist governmental entities and citizens with public records requests, OORC is proposing the following revised policies, guidelines and forms:

- [Schedule of Reasonable Charges](#)
- [Reasonable Charges for Frequent and Multiple Requests](#)
- [Safe Harbor Policy](#)
- [Records Request Form](#)
- [Records Response Form](#)
- [Estimate and Invoice for Copies or Duplicates Form](#)

The Office appreciates any input and comments from citizens and local government on the proposed public records policy and revised policies, guidelines and forms. Comments and feedback should be sent to comments.open.records@cot.tn.gov by December 15, 2016, as OORC anticipates finalizing the policies and forms by January 15, 2017.

Links to the Office's current policies, guidelines and forms can be found at <http://www.comptroller.tn.gov/openrecords/forms.asp>.

For additional information about these proposed policies, guidelines and forms, please contact the Office of Open Records Counsel at comments.open.Records@cot.tn.gov or (615) 401-7891.